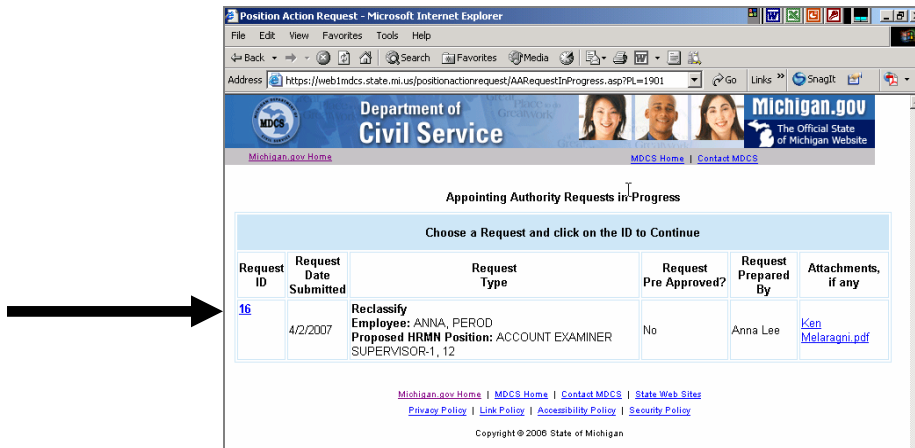


Directions for Reviewing a Personnel Liaison Request

1. Log into the CS-129 website as an Appointing Authority and click on **View Submitted Requests**.



2. Click on the Request ID # that you would like to review.



- Review the action and modify if needed.
- Click **Submit Action to Civil Service, Cancel CS 129, Delete CS 129** or **Cancel**.

Review and Submit Action:

Type of Request: Reclassify

Selective Position Requirement (SPR): Yes ☐

Preapproved Class: Yes ☐

P-Rate: Yes ☐

Employee ID #: 950642

Employee Name: PEROD ANNA B

Process Level Code: 1901

Process Level Name: CIV SERV CENTRAL OFFICE

Department Code: 64100, HRS-ADMIN

Bureau:

Division/Office:

Direct Supervisor Code: 1901DIRA04

Direct Supervisor Name: DEBORAH WIEBER

Direct Supervisor HRMN Class and Level: STATE OFFICE ADMINISTRATOR 17

2nd Line Supervisor Name: JANET MCCLELLAND

2nd Line Supervisor HRMN Class and Level: SENIOR CHIEF DEPUTY DIRECTOR 21

Proposed HRMN Position Description, Grade & Pay Schedule: ACCOUNT EXAMINER SUPERVISOR-1, 12, NERE-180, Y51

Proposed Effective Date: 1/1/2007

Subclass Code(s):

List All Subordinate Position Code(s): NA

Specialist Position: NA

Manager Position: NA

Appointing Authority's Comments: Maximum 755, characters remaining: 755

Prepared by: Anna Lee

Prepared Date: 4/2/2007

Phone Number:

Electronic Signature of Appointing Authority: Jessi Zweering

If all information is complete, choose the "Submit" button to enter your information to Civil Service. You may also attach files to your request on the continuing page.

Submit Action to Civil Service Cancel CS129 Delete CS129 Close Window

By submitting this form and any attachments, you certify to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations.

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- Click on **View/Add/Delete an Attachment** to review and/or attach documentation, i.e. Position Description (CS-214) and supporting rational.

Your CS-129 Has Successfully Been Submitted To Civil Service

Go to [View/Add/Delete an Attachment](#) if you wish to view/add/delete an attachment to this request.

Print CS-129 Form

[Process Another CS-129 Application](#)

Close Window

6. Click on **Add Attachment.**

The screenshot shows a web browser window titled "Position Action Request - Microsoft Internet Explorer". The address bar shows the URL: <http://csintranet.state.mi.us/PositionActionRequest/ViewAttachments.asp?Page=AA&TrackerY>. The page header includes the Michigan Department of Civil Service logo and navigation links. The main content area is titled "Add/Review/Delete Attachments" and contains a table with the following data:

Request or Tracker ID	Request Date Submitted	Request Type	Request Prepared By
233	12/4/2006	Establish/Activate Proposed HRMN Position: YTH CHALLENGE ACADEMY RECR-E, EB Bureau: OHRS Division:	Marie Lisle

Below the table, there is a section titled "Attachments" with the text "No Files Attached to This Request". There are three buttons: "Add Attachment", "Return to CS-129", and "Print this Page".

7. Click on **Browse...** to locate and select a document.
NOTE: Your file name can not contain spaces or symbols.
8. Click on **Attach File to Request.**
9. Click **Continue.**

The screenshot shows a web browser window titled "CS129 Attach Files - Microsoft Internet Explorer". The address bar shows the URL: <http://csintranet.state.mi.us/PositionActionRequest/uploadFiles.asp>. The page header includes the Michigan Department of Civil Service logo and navigation links. The main content area is titled "Upload Files" and contains the following text:

NOTE: YOU CAN ONLY ATTACH ONE FILE AT A TIME ON THIS PAGE. YOUR FILE NAME CANNOT CONTAIN SPACES OR NON LETTER/NUMBER CHARACTERS.

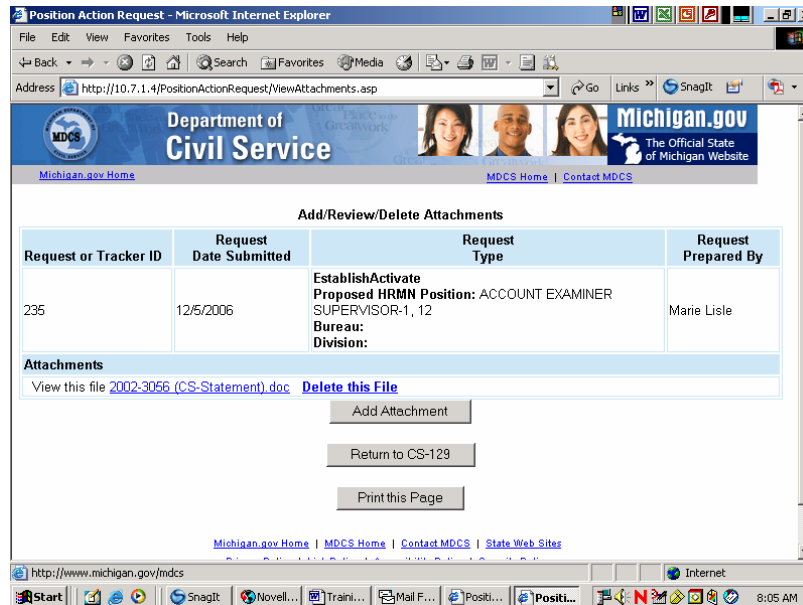
File Name:

Click "Browse" to upload a file, then click "Attach File to Request"

File attached:

Click "Continue" to attach more documents or to proceed to the next page

10. If you need to attach additional documents, click on **Add Attachment** and repeat items 7, 8 and 9.
11. If you would like to view an attachment submitted by a Personnel Liaison, click on the document name. If you would like to view an attachment you just attached, you must wait 5 minutes before clicking on the document name. To delete an attachment, click **Delete this File** next to the file you wish to remove.



12. When finished attaching documents, click on **Return to CS-129**.
13. Click on Close Window or Start a New CS-129.